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Approved For Release 2001/08/09 : CIA-RDP78-03991A000300010006-1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 28 January 1954

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

25X1C4c

a. [REDACTED] (continued item)

(1) Adverse weather has slowed up progress in grading the outside area. Inside construction work is posing somewhat of a security problem, as well as an administrative one, to the depot since workers report at 0730, thereby necessitating the detailing of Agency employees to accompany them while in the warehouse. Overtime for five employees had to be set up for this purpose.

(2) The inventory of communications materials and photographic items is progressing, and indications are that the physical counting will be completed by 10 February.

b. Supply Training: (continued item)

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A problem to be taken up with the Training Officer, LO, concerns the feasibility of providing motor transport operation and maintenance in the field part of the Logistics Support Course [REDACTED]. From personal interviews of Logistics people returning from overseas and from reviews made of field assignments, there is an apparent need of such training for Logistics trainees, due to the extreme versatility of performance of logistical functions demanded of an individual in his field assignment.

2. PROJECTS AND STUDIES IN PROCESS:a. Flex-O-Print Catalog: (continued item)

Nothing new to report.

3. OTHER ITEMS OF INTEREST:a. Supply Regulations: (continued item)

25X1A

(1) Regulation [REDACTED], "Requisitioning", has been prepared and submitted to the Special Staff for Regulations, LO, for further action. As a supplement to this regulation, it is proposed to publish a LO Instruction on "Preparation of Requisitions", in which there will be

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incorporated a sample requisition form with appropriate explanation of the essential data to be included in requisitioning material.

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(2) Revisions to regulation [REDACTED] "Operational Supply Room", as suggested by DD/P Administration, are being incorporated in the revised draft which is in process.

- b. Preparation of Mission of Staffs and Subordinate Sections: (new and completed item)

Current attention has been given to the preparation of mission and functions of the various staffs and subordinate sections of the Division which will more accurately reflect the direction of effort and control mechanism essential to provide for a coordinated response to supply support requirements.

- c. Third Quarter Stock Requirements: (new and completed item)

Intensive efforts have been directed to the preparation of a procurement listing of operational material to be purchased this quarter. This development is based principally on issue experience obtained over the past nine months. In a number of instances where issue data was not adequate a judgement factor was applied in developing stock levels.

- d. Change in Monetary Values of Stock on Hand and In Use: (new and completed item)

As a result of a recent analysis of unit prices of Agency stocks on hand and material in use, as mentioned in Weekly Activity Report of 30 December 1953, the following adjustments were made in the financial records:

Stock on Hand	-	Increase	-	\$534,408.67
Property in Use	-	Increase	-	\$669,892.91

- e. Motor Vehicle Status Report: (new and completed item)

A quarterly report of the status of motor vehicles assigned to the operating divisions as of 1 January has been prepared indicating quantity allotted, quantity on hand (by make, type and year of manufacture) for each project and station.

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relative to Fiscal Year 1955 Budget submitted by the company in operation of the Station.

4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

a. The following major objectives are the current areas of attention in this division, as incorporated in the quarterly report of objectives submitted to Chief, Special Staff, on 25 January:

(1) Analyze the Requirements of the Requisitioning Activities Board upon Ultimate Distribution of the Material:

COMMENT: No substantial progress was made due to the absence of firm operational requirements and because of decisions still pending concerning the composition of stock piles in support of the 177,000-man concept.

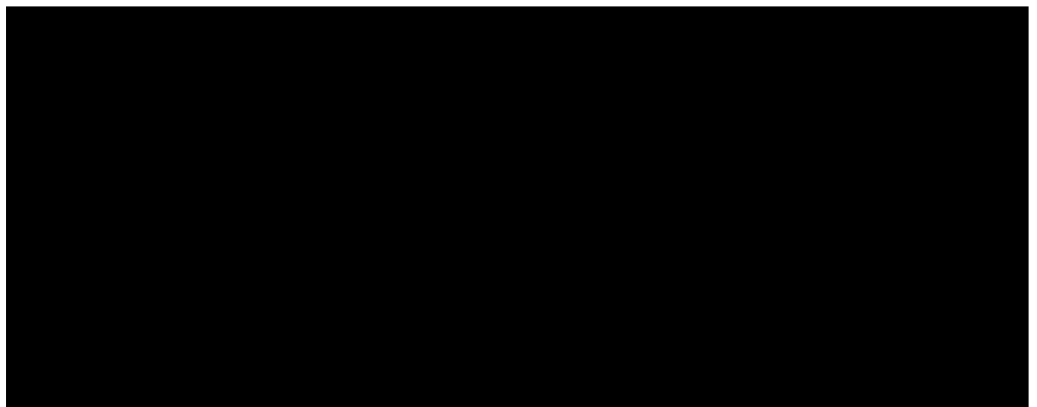
(2) Supervise a World-Wide Inventory Program and Initiate Controls to Keep Inventory Current: 25X1A6a

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COMMENT: The Team which departed headquarters on 17 October has completed inventory and establishment of records in the [REDACTED] Mission and is currently operating in [REDACTED]. The initial phase of this program in the [REDACTED] area is presumed to be complete (report is expected in the near future.) Communications material in the ZI Depots is currently being inventoried. This inventory will be completed in February. 25X1A

(3) Expand the Inspection and Maintenance Function to Insure Proper Stock Surveillance: 25X1C4a

COMMENT:



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(4) Establish and Implement the Supply Portion of a World-Wide Logistics System:

COMMENT:

[REDACTED]
and distributed. A Supply Team departed for Europe in October to establish Supply Systems at stations in that area. A Supply Handbook providing detailed procedures is being service-tested by this Team and will be submitted for formal publication after the Team returns to headquarters and required changes are made. Financial Property Accounting Procedures for the [REDACTED] area were established at [REDACTED].

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(5) Revision and Expansion of the Agency Supply Catalog:

COMMENT: This program will provide for extensive overhauling of the Agency Catalog, and for publication of "operational use" sections for medical and communications items.

(6) Establish a "Special Accounts Section" to maintain records of and accountability for material held by field stations not maintaining accountability and headquarters controlled projects.

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(7) Develop a revised organization chart together with functional statements of the [REDACTED] Depot, as a result of the recent consolidation at [REDACTED] warehouse operations. Revise headquarters and [REDACTED] organization to reflect current thinking of maintaining centralized stock control functions in headquarters.

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LO/SD/DWW:dmg (28 Jan. 1953)

Distribution:

1 - Supply official file

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